DDA 85-1291/1 . 23 April 1985

STAT

MEMORANDUM FOR: Director of Communications

Director of Finance

Director of Information Services
Director of Information Technology

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security

Director of Training and Education

FROM:

Chief, Career Management Staff/DDA

SUBJECT:

DDA Career Trainee Employment Representative

- 1. The DDA has determined that the Directorate will provide an officer to the Office of Personnel, Employment, Division II, Career Trainee Branch to represent our interest in the employment of Career Trainees. Officers from the other Directorates have already been detailed to OP/Employment for this purpose.
- 2. Directorate representatives are called Program Officers, are grades GS-14 or GS-15, and normally serve for one or two years. Their duties include determining Directorate Career Trainee (CT) requirements, ensuring that these requirements are brought to the attention of recruiters, screening CT applicant files, conducting selection interviews, referring qualified CT applicants to appropriate DDA offices and follow-up work on applicants in process. Program officers work closely with senior officers throughout the Agency, perform domestic TDY to interview applicants and receive broad exposure to employment activities. Interpersonal skills and a strong interest in recruitment activity are key ingredients to success in this assignment.
- 3. We are committed to expanding the employment of Career Trainees in the DDA and the assignment of a DDA Program Officer is essential if we are to be successful. The individual selected will be assigned to the DDA Career Management Staff and will serve on detail to OP/Employment on a one-year developmental assignment. It is requested that you consider possible nominees at the GS-14 or GS-15 level and submit your candidates to me by close of business 3 May 1985.

		STAT
C/CMS/DDA Distribution:	(23 April 1985)	STAT

Orig - Each Addressee

- 1 DDA Subject
- 1 DDA Chrono

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- 1 ELH Chrono
- 1 DDA/CMS

DD/A	Registry
85.0	992

OTE 85-1007

8 March 1985

MEMORANDUM FOR:	Deputy Director for Administration	
FROM:		STAT
	Director of Training and Education	
SUBJECT:	Nomination of Officer to Participate in Recruitment Activities	
In response	e to your request made at the 7 March DDA	
Staff Meeting th	hat each Office nominate an officer to participate	
in Directorate	recruitment activities,	STAT
	I believe Larry's	STAT
experience in NF	PIC, OTE, and on the IG Staff uniquely qualifies	
him to make sour	nd, on-the-spot judgments as to which applicants	
should be put in	n process for the Directorate of Administration.	
		STAT

	D/Pers	SZ-0843
MAR 13	985	DD/A Registry
		85-0911

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Robert W. Magee

Name

Director of Personnel

SUBJECT:

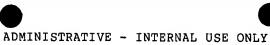
Directorate of Administration Recruitment

1. As you requested, the following is a list of Office of Personnel careerists who could recruit for a number of Subgroups within the Directorate of Administration:

	STAT
Although has never served in a has previously served as Chief/Recruitment	ny of the Directorate Subgroups, he STAT Division.
2. With some pre-briefings, we also effectively recruit for additional Directo the officers could be briefed on MG requir select candidates for the MG Career Subgro	rate Subgroups. For example, all of ements and could then effectively
	STAT
·	Robert W. Magge

Recruit For

Approved For Release 2008/12/19: CIA-RDP96-00289R000200020034-9



OIS 85-161

30 April 1985

MEMORANDUM FOR:	Chief, Career Management Staff/DDA	
FROM:		ST
	Deputy Director of Information Services	
SUBJECT:	DDA Career Training Employment Representative	
REFERENCE:	C/CMS/DDA Memo, Same Subject, dtd 23 April 1985 (DDA 85-1291/1)	
2.61		
After canvas	ssing eligible individuals within the MI Career Service,	
we find we do no	ot have a candidate for the position of DDA Career Trainee	
Employment Repre	esentative.	
		STAT

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## 0 6 MAY 1985

MEMORANDUM FOR:	Chief, Caleer Management Staff, DDA	
FROM:	Director of Logistics	STAT
SUBJECT:	DDA Career Trainee Employment Representative	
REFERENCE:	Memo for multiple addressees from C/CMS/DDA, dated 23 April 1985, same subject	

A review of Office of Logistics' careerists at the GS-14 and GS-15 levels has been made to identify possible nominees to fill the position described in reference. Unfortunately, no suitable candidates are available for a rotational assignment at this time.

Т

OL 3078-85

2 May 1985

MEMORANDUM FOR: Chief, Career Management Staff/DDA	
FROM : Chief, Personnel Branch/OTE	STAT
SUBJECT : DDA Career Trainee Employment Representative	
REFERENCE: DDA 85-1291/1, dated 23 April 1985, Same Subject	
mbo Office of marining and Davastics with a large to	
The Office of Training and Education wishes to nominate	STAT
GS-14, Instructor, to serve as the DDA	CTAT
Career Trainee Employment Representative. entered on	STAT
duty with the Agency in November 1961. She served in the DDI for	
approximately 13 years before transferring to the Office of	
Training and Education in November 1974. has a MA	STAT
in Government from Boston College and a BA in Government from	
Oberlin College. biographic profile is attached.	STAT
	STAT
Attachment: As stated	
00 0L0LEU	

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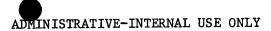
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## CONFIDENTIAL

OC 12287-85 02 MAY 1985

MEMORANDUM FOR:	Chief, Career Management Staff/DDA	
FROM:		25X1
,	Acting Chief, Administrative Management Division, OC	
SUBJECT:	DDA Career Trainee Employment Representative	25X1
REFERENCE:	DDA 85-1291/1 dated 23 April 1985	
1. The Offi	ice of Communications (OC) nominates	
Directorate Care	to represent the DDA in the employment of eer Trainees.	25X1 25X1
2.	is a GS-15 OC Careerist who currently is Chief,	25X1
Division, OC. F	ent and Training Group, Administrative Management From this position, would carry the kind	25X1
reference. He w	skills, and interest outlined in para 2, would be an excellent Directorate representative.	>//
		25X1
		25X1
		25X1
		25X1

CONFIDENTIAL





01 May 1985

MEMORANDUM FOR:	DDA/Career Management Sta	aff	SIA
FROM:	AD/CM/OF		STAT
SUBJECT:	DA Career Trainee Represe	entative	
REF:	DDA 85-1291/1 23 April 1985	•	
and one that we strength within at this time.	fully support. Unfortunate the Office of Finance care comparing to participate and will ac	he CT Program is an excellent idea tely, we do not have the personnel eer subgroup to nominate a candidate tively pursue candidates when our	STAT

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